

ASSISTANT POLICE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative position, the primary duties of which are assisting the Police Chief in planning and supervising the operations of the department. The employee of this class assists in the planning and directing of departmental operations, including the management of personnel; maintaining departmental equipment, property, and supplies; managing record-keeping; performing public relations duties; and assisting in directing law enforcement activities of the department. The incumbent of this class may be required to perform the duties of the Police Chief in the Chief's absence. the Assistant Police Chief works with a high degree of independence, reporting to and having work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Police Chief in the planning and directing of department operations. Performs the duties of the Police Chief in the Chief's absence. Recommends management policies for the department. Conducts inspections of various services of the department and observes department operations. Evaluates the effectiveness of the various services following inspections and works to correct or improve problem areas. Organizes and manages a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Investigates all accidents involving department equipment or personnel and makes recommendations on procedure to avoid future accidents. Sees that all department personnel policies conform to EEOC standards.

Assists in supervising the operation of the general accounting system for the department to provide a record showing money and assets of all police department operations. Assists in the preparation of a departmental operating budget. Authorizes expenditure of funds making sure that expenditures are in accordance with the budget.

Supervises the preparation of records, reviewing those completed by subordinates. Determines what information should be included in department records and in what form this information should be kept. Writes reports and letters to handle problems or to

address other needs of the police service. Writes requests for grants or other special funds to aid in the operation of the police service.

Promotes a positive public image of the work of the department in the daily performance of duties. Serves as the official department representative at meeting of governmental or civic committees and groups. Works with other public service agencies on projects of mutual concern to both the agency and the police department. Acts as the department representative to the news media. Answers telephone inquiries about the operation of the police department or any related areas of law enforcement operations. Acts as a consultant for smaller law enforcement agencies, providing them with technical expertise, assistance, and cooperation in training and/or law enforcement efforts when required.

Supervises subordinate department employees. Holds meetings with subordinate police officers for the purpose of receiving reports. Discusses work performance with subordinates and with the Police Chief. Provides assistance to subordinates in technical areas of work. Supervises department employees by resolving employee complaints and grievances. Counsels employees who are experiencing work problems. Conducts corrective interviews and administers disciplinary action as directed.

Supervises a training program for the department and sees that such a program is properly staffed and supplied with training resources. Serves as an instructor for formal instruction in the use of firearms and chemical weapons.

Manages the general care, maintenance, and use of departmental equipment, vehicles, and related property. Prepares specifications on new police department equipment for public bids. Purchases or recommends the purchase of equipment and supplies. Sees that supplies and equipment are disbursed as required.

Assists the Police Chief in directing the law enforcement activities of the department, including patrol and general law enforcement functions, criminal investigation, special tactical operations, traffic control and traffic accident investigation, handling of juveniles, and jail operations.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United

States.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Police Captain immediately preceding the closing date for application to the board.

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